

**From:** Cheng, Gloria (DPH)  
**Sent:** Wednesday, August 25, 2010 10:40 AM  
**To:** Anderson, Beverly (DPH); Belanger, Peter (DPH); BPHC Em Prep Director; Brown, Catherine (DPH); Caloggero, Dina (DPH); Capps, Elizabeth (DPH); Carter, Deborah (DPH); Church, Daniel (DPH); Clark, Mary (DPH); Clarke, Roberta (DPH); Conley, Caryn (DPH); Connolly, Lawrence; Crowell, Danielle (DPH); DeMaria, Alfred (DPH); DiNatale, Margaret (DPH); Elvin, Paul (DPH); EMS liaison BRIC; Feeney, Mike (DPH); Gauthier, Cheryl (DPH); Gillis, John (DPH); Gordon, Gideon; Greer, Garry (DPH); Hall, Joshua (DPH); Han, Linda (DPH); Hennigan, Scott (DPH); Hussin, Ayman (DPH); Jenner, Jennifer (DPH); Joshi, Archana (DPH); Kane01, Peter (DPH); Kludt, Patricia (DPH); Konomi, Raimond (DPH); Krumholz, Glenn (DPH); LeClair, Erika (DPH); Madoff, Larry (DPH); Nassif, Julianne (DPH); Noddin, Linwood (DPH); Orsini, Olivia (DPH); Riggs, Ambryce (DPH); Salemi, Charles (DPH); Serraillier, Elizabeth (DPH); Servizio, Paul (DPH); Smole, Sandra (DPH); Stiles, Tracy (DPH); Stone, Samantha (DPH); Swanson, Tanya (DPH); Szymczak, Elizabeth (DPH); Condon, Cynthia (DPH); cynthia.condon@state.ma.us; Glenn, Lynda (DPH); Lapsley, William (DPH); Vostok, Johanna (DPH); Cheng, Gloria (DPH)  
**Subject:** Draft for Aug 17 BTCT Meeting Minutes 2010 + Agenda Items for September 7 Meeting

Dear All,

Respectfully submitted below and for your review and amendments is the **August 17, 2010 BT/CT Meeting Minutes**. Please [email me your corrections before Thursday August 25, 2010](#).

**Our next BT/CT meeting is scheduled for September 7, 2010.** Deborah Carter has kindly agreed to take on the responsibility of BT/CT Meeting Minutes beginning this next meeting.

If you have any agenda item(s) that you would like me to include in the agenda announcement for the next meeting, [please email me your topic\(s\) before September 2, 2010](#).

Thank you all for your support and generous help. It has certainly been a very memorable experience!

**THANK YOU ALL VERY MUCH!!!**

Best wishes,

Gloria

<b>BT/CT Meeting Minutes</b>		MA Department of Public Health	
		Bureau of Laboratory Sciences	
Date:	August 17, 2010		
Start Time:	10:00 AM	End Time:	10:45 AM
Location:	William A. Hinton State Lab	Room:	133
Attendees:			
Tracy Stiles, Danielle Crowell, Tanya Swanson, Julie Nassif, Will Lapsley, Pete Kane, Jennifer Jenner, Deborah Carter, Paul Servizio, John Gillis, Liz Capps, Peggy DiNatale, Betsy Szymczak, Johnanna Vostok, Glenn Krumholz, Scott Gordon, Gloria Cheng.			
Recorded by:	Gloria Cheng		
Notes:	Special Announcement:		
	(1) Starting from next BT/CT meeting, Deb Carter will be kindly taking on the responsibility of meeting minutes.		
	(2) Next BT/CT Meeting is scheduled for <b>September 7, 2010</b> .		
<b>Minutes</b>			
Agenda item:	Section Updates - FERN	Presenter:	Betsy Szymczak & Tracy Stiles
Discussion:			
<ul style="list-style-type: none"> <li>Only 6 more weeks left before the end of the current grant year. Reviewed 3 big projects FERN has been involved in during the year. (1) Triage Exercise; (2) Catfish project; (3) Establishing a training center.</li> <li>Tracy successfully managed the Triage Project. Passed Triage Exercise. Missed one very low target molecular marker, but found all organisms present.</li> <li>Olivia attended the final triage meeting in CA last week which ended the big triage exercise. Method was refined. Both online and lab trainings are planned as the next step. May continue yearly FERN triage challenge.</li> <li>Catfish Project resulted from catfish being newly regulated testing for bioterror agents. FDA is working on molecular assay for testing bootleg catfish from China.</li> <li>Betsy has been heavily involved in 7 training programs (week-long), including: (1) successful July CST Training, where Science Officers from all over the country learned to deal with food matrix; (2) Food Microbiology Course offered during the 1<sup>st</sup> week of September, attendees of which split between from Agriculture Labs and from Public Health Labs.</li> <li>Training grant renewed. Expect to continue CST Training and Food Course Training. May also start Triage Training and Custom &amp; Border Protection Training.</li> </ul>			
Conclusions:			
Action items		Person responsible	Target Date
✓			
Agenda item:	Updates – BT Lab	Presenter:	Tanya Swanson & Deb Carter
Discussion:			
<ul style="list-style-type: none"> <li>Busy with clinical &amp; environmental samples.</li> <li>Deb went to HSEEP training. Learned about exercises. Met people from same town of Randolph working at South Shore Hospital Emergency Preparedness who valued HHAN. Also gave business card to someone from US Postal Service. Would like to be involved in their exercise or at least initiate communication.</li> <li>Deb is picking up Ciranna's shipping &amp; packaging duties. Will send notifications to people who need recertification and to offer them available online course. For training new people on shipping &amp; packaging, Pat Pane will be back next spring to offer a training course.</li> </ul>			
Conclusions:			
Action items		Person responsible	Target Date

✓									
Agenda item:	Section Updates – CT Lab	Presenter:	Liz Capps, Pete Kane, & Paul Servizio						
Discussion:	<p>- Had Cyanide confidence building exercise last week.</p> <p>- Lab working on using PTs to test and improve lab information systems.</p> <p>- Working on bringing 2<sup>nd</sup> instrument online for tetramine analysis.</p> <p>- Working on tetramine PT.</p> <p>- Also working on finalizing cranberry testing method. Close to go. Ready to test next round but not this time.</p> <p>- Lab tested cranberries previously for EDB due to fuel dumping by military planes.</p>								
Conclusions:									
<table border="1"> <thead> <tr><th>Action items</th><th>Person responsible</th><th>Target Date</th></tr> </thead> <tbody> <tr><td>✓</td><td></td><td></td></tr> </tbody> </table>				Action items	Person responsible	Target Date	✓		
Action items	Person responsible	Target Date							
✓									
Agenda item:	Cranberry Sample Testing	Presenter:	Julie Nassif						
Discussion:	<p>- Lab received and shipped cranberries for BEH last week.</p> <p>- BEH sampled cranberries from the bogs within the spray zone before and after the spray to make sure the spray plane successfully avoided cranberry bogs.</p>								
Conclusions:									
<table border="1"> <thead> <tr><th>Action items</th><th>Person responsible</th><th>Target Date</th></tr> </thead> <tbody> <tr><td>✓</td><td></td><td></td></tr> </tbody> </table>				Action items	Person responsible	Target Date	✓		
Action items	Person responsible	Target Date							
✓									
Agenda item:	Section Updates – Molecular Diagnostic & Virology	Presenter:	Glenn Krumholz						
Discussion:	<p>- Seasonally very busy right now.</p> <p>- Recent human EEE case pushed harder for samples.</p>								
Conclusions:									
<table border="1"> <thead> <tr><th>Action items</th><th>Person responsible</th><th>Target Date</th></tr> </thead> <tbody> <tr><td>✓</td><td></td><td></td></tr> </tbody> </table>				Action items	Person responsible	Target Date	✓		
Action items	Person responsible	Target Date							
✓									
Agenda item:	Section Update - Epidemiology	Presenter:	Will Lapsley						
Discussion:	<p>- Spray is considered successful. Mosquito total counts down 80%.</p> <p>- Recent Human EEE case happened before the spray. Patient still alive. Bitten in the spray zone of southeastern MA highly suspected, based upon the patient's activities in that area.</p> <p>- Only one person complained to BID about the spraying. Overall, much quieter and suspected many calls went to town halls.</p>								
Conclusions:									
<table border="1"> <thead> <tr><th>Action items</th><th>Person responsible</th><th>Target Date</th></tr> </thead> <tbody> <tr><td>✓</td><td></td><td></td></tr> </tbody> </table>				Action items	Person responsible	Target Date	✓		
Action items	Person responsible	Target Date							
✓									
Agenda item:	Training on Joint Biological Terrorism Response System (JBTRS)	Presenter:	Jennifer Jenner						
Discussion:	<p>- Attended JBTRS training the day before - training for first responders in using the standardized sample collection procedure to collect white powders and to package them for the state lab.</p> <p>- Helped with assessments after class.</p> <p>- Will help develop a job aid for HazMat FTIR to show (1) How to set up the FTIR instrument; (2) How to properly run the instrument; and (3) How to recognize reasonable results.</p> <p>- Learned that the program look to be incorporated nationally.</p>								
Conclusions:									
<table border="1"> <thead> <tr><th>Action items</th><th>Person responsible</th><th>Target Date</th></tr> </thead> <tbody> <tr><td>✓ Job aid for 1<sup>st</sup> responders (FTIR).</td><td>Jennifer Jenner</td><td>Open</td></tr> </tbody> </table>				Action items	Person responsible	Target Date	✓ Job aid for 1 <sup>st</sup> responders (FTIR).	Jennifer Jenner	Open
Action items	Person responsible	Target Date							
✓ Job aid for 1 <sup>st</sup> responders (FTIR).	Jennifer Jenner	Open							
Agenda item:	Section Update - Biowatch	Presenter:	Scott Gordon						
Discussion:	<p>- Had Biowatch tabletop exercise facilitated by CIDRAP (Center for Infectious Disease Response And Planning).</p> <p>- CIDRAP, contracted by the Biowatch Office up until recently, also helped facilitating several other jurisdictions throughout the country. Very experienced. Uniformly, excellent product quality of the documents such as forms and after action report. Forms very useful yet not rigid. Could be used as an external reference.</p> <p>- Tabletop crystallized problems and issues, such as (1) Number of biowatch towns attended began to raze; (2) Number of public safety people felt biowatch program not using them enough; (3) issue of differences between Boston and all other cities and towns also raised.</p> <p>- Tabletop Exercise hopefully helped to quell any misunderstandings. Many issued got resolved.</p>								
Conclusions:									
<table border="1"> <thead> <tr><th>Action items</th><th>Person responsible</th><th>Target Date</th></tr> </thead> <tbody> <tr><td>✓</td><td></td><td></td></tr> </tbody> </table>				Action items	Person responsible	Target Date	✓		
Action items	Person responsible	Target Date							
✓									

*Other Information*

Special notes:	